



St Michael's CE Primary School Governing Body

Chairperson: Mrs Juliette Doggett

Treasurer: Mr Fraser Lees

10th May 2018

PARENT GOVERNOR ELECTION St Michael's CE Primary School, Brigadier Hill, Enfield EN2 0NB

Dear Parent

I am writing to inform you of a vacancy on the school Governing Body for a Parent Governor. Details of the process to fill the vacancy are as follows:

THE NOMINATION OF PARENTS AS CANDIDATES

Each parent* of a pupil attending the school is to be given the opportunity of putting their name forward with a view to becoming a Parent Governor. If you want to submit a nomination on your behalf you should do so, in writing, to the Clerk to the Governors and Returning Officer, Mrs R Hergenhan.

Letters of nomination must be countersigned by two sponsors, who must also be parents of children currently attending the School. Applicants should bear in mind the specific criteria requested in the enclosed document: 'St Michael's CE Primary School – Role of School Governors'. The closing date for the receipt of nominations by the school is Thursday 24th May 2018 at 3:30pm.

In the event of there being no more than one nomination, the person nominated will automatically become a Parent Governor.

THE ELECTION PROCEDURE

If the school receives more than one nomination, then an election by secret ballot will be held to allow parents to decide who they would like to represent them. Should an election be necessary, the election process will begin on Tuesday, 5th June, when official ballot papers will be sent to parents. Each parent of a child, who at the time of the election is a pupil at the school, will be entitled to vote. The Returning Officer will issue all parents with further details concerning the way in which the ballot is to be organised. Following an election, parents will be informed of the name of the successful candidate.

CANDIDATES' CONTRIBUTION TO THE ELECTION

Should an election be required, candidates will be given the opportunity to write a short statement, which will be circulated to all parents of the school. Should candidates wish to seek support in any other way, this will be entirely their own responsibility.

PARENTS' PARTICIPATION IN THE ELECTION

It is very important for the efficiency and effectiveness of schools, that parents should be encouraged to have an active involvement in their children's education. Consequently, parents are encouraged to participate and take an interest in the election process whether as candidates or as voters. In this way, all parents can have an effective voice concerning the running of their children's school and have a proper vehicle for the expression of their views regarding School policies.

SCHOOL GOVERNMENT IN GENERAL

Term of Office: An elected parent governor will hold office for a period of four years.

On appointment/election, all governors receive documents and training to help them in their role as a school governor.

If you have any queries at this stage regarding the subject of Parent Governors, would you please contact Mrs Hergenhan, who will be pleased to help you.

Yours sincerely

Mrs J Doggett
Chair of Governors

* DEFINITION OF 'PARENT'

Section 576 of the Education Act 1996 defines "parent" to include:

- all natural parents, whether they are married or not; and
- any person who, although not a natural parent, has *parental responsibility* for a child or young person; and
- any person who, although not a natural parent, *has care* of a child or young person.